

**SNP Administrative Review Findings**

**Mother Theodore Catholic Academies (K402)**

*Program Year 2022*

**Mother Theodore Catholic Academies (K402)**

1400 N. Meridian St.  
Office of Catholic Schools  
Indianapolis, IN 46202-2305

**Food Service Contact**

Mrs. Elizabeth Ewing  
Nutrition Program Manager  
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**Executive Contact**

Mr. Chris Brunson  
Associate Director of Finance  
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No. of Sites / Reviewed: 5 / 1

Month of Review: April 2022

**Commendations**

- \* Angelina & staff at St Anthony were very friendly & accommodating during the site review. The kitchen was clean & organized. The fruit & veggie choices were colorful and looked very nice on the serving line.
- \* Elizabeth did an excellent job in responding to & completing all off-site Administrative Review tasks in a timely manner. She has done a great job managing the nutrition program, despite all the staffing and supply chain issues faced this year.

**Meal Counting & Claiming - Mother Theodore Catholic Academies (K402)**

*313. On-site observations validate Off-Site Assessment Tool responses to Meal Counting & Claiming questions and responses demonstrate compliance with FNS requirements*

**Finding 9007: Meal Counting and Claiming information on the Off-site Assessment Tool not validated, or deficiencies found.**

Some of the information gathered on the Off-site Assessment Tool regarding the SFA's Meal Counting & Claiming procedures could not be validated during on-site observations. Discrepancies or deficiencies found on-site: SFA indicated they only use an electronic POS, but breakfast is provided in the classrooms at St Anthony School and meal counts are taken manually.

**Corrective Action:**

The Nutrition Program Manager was provided guidance on the collection of the breakfast meal count sheets. They should be maintained as the original point of service documentation and filed with the monthly claim. No corrective action necessary.

**Resource Management Comprehensive Review - Mother Theodore Catholic Academies (K402)**

*772. Applying Indirect Costs to Closed Out Years*

**Technical Assistance: Documenting Indirect Costs**

**Technical Assistance:**

While the SFA calculated indirect costs were deemed allowable, discussion took place regarding how the transfer of funds needs to be documented as a ledger entry so that it is easily identifiable within the transaction history.

**General Program Compliance - Mother Theodore Catholic Academies (K402)**

*1007. On-site observations validate Off-Site Assessment Tool responses to Local School Wellness Policy questions and responses demonstrate compliance with FNS requirements*

**Technical Assistance: Wellness Policy Notice to Public & Triennial Assessment**

**Technical Assistance:**

SFA indicated that they review their Wellness Policy every 5 years, which is not in line with the FNS requirement to complete a triennial assessment. It was also difficult to locate a copy of the Wellness Policy on the school website. SFA is reminded to post information related to the Wellness Policy in an easily accessible location.

Wellness Policy info & template for the assessment can be found here: <https://www.in.gov/doe/nutrition/wellness-policies/>

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1400. *The written food safety plan contains required elements and a copy is available at each school*

**Technical Assistance: Food Safety Plan Standard Operating Procedures (SOPs)**

**Technical Assistance:**

Ensure standard operating procedures (SOPs) utilized from a template encompass all food safety processes within the kitchen, including sanitizing food contact surfaces, using 3-bay sink/ware washing machine, thermometer use & calibration, pest control, etc.

Ensure each kitchen has a printed copy of the recently updated plan & that it is readily available onsite.

IDOE School Nutrition Programs Food Safety webpage: <https://www.in.gov/doi/nutrition/food-safety/>

1500. *Reports are submitted to the Indiana Department of Education as required*

**Technical Assistance: School Nutrition Programs Calendar of Due Dates**

**Technical Assistance:**

Use the following Calendar of Due Dates for PY2022-2023 to keep updated on program requirements:

<https://docs.google.com/document/d/1y9oJ3Of6GCteK2M6IDPen8cf35SoO8BsRV8dqoalw/edit?usp=sharing>

SNP Administrative Review Findings

Mother Theodore Catholic Academies (K402)

Program Year 2022

**St. Anthony (C615)**  
1400 N. Meridian St.  
Office of Catholic Schools  
Indianapolis, IN 46202-2305

**Food Service Contact**  
Mrs. Elizabeth Ewing  
Nutrition Program Manager  
(317) 236-1584

Month of Review: April 2022  
Date of Onsite Review: May 10, 2022

**No Assigned Module - St. Anthony (C615)**

1. SFA Name

**Technical Assistance: Pre-K Meal Pattern**

**Technical Assistance:**

When Pre-K is not comingled with older students during meal services, SFA must follow the Preschool Meal Pattern.

\*Preschool Meal Pattern: <https://drive.google.com/file/d/1-L2ac281PTOK4-Sui5JCWzwCYqjbt6lz/view?usp=sharing>

\*Comparison of Preschool vs NSLP/SBP meal pattern: <https://www.fns.usda.gov/sites/default/files/resource-files/ServingSchoolMealstoPreschoolers.pdf>

\*Checklist to ensure Preschool meal pattern is being met:  
[https://docs.google.com/document/d/1buXuLEC53b7AujgET8\\_Y2Vpa1963y6OD6Jzu\\_51Bxyl/edit?usp=sharing](https://docs.google.com/document/d/1buXuLEC53b7AujgET8_Y2Vpa1963y6OD6Jzu_51Bxyl/edit?usp=sharing)

**Meal Counting & Claiming - St. Anthony (C615)**

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

**Finding 9000: Pre-K Meal Counting & Point of Service**

At breakfast, teachers must ensure students are taking the required components for reimbursable meal; they must also mark the meals on the count sheet once a student takes a full meal, not before or after the fact.

At lunch, teachers must ensure that the anticipated number of meals being ordered by the classrooms in the morning are not recorded as the actual meal counts for lunch. Meal counts must still be verified & marked off once a student has received the meal that was ordered for them.

**Corrective Action:**

Options for correcting the point of service documentation for the Pre-K classes were discussed with Nutrition Program Manager & corrected while onsite. Prior to the start of Program Year 2023, refresher training is recommended for all teaching staff to ensure the proper point of service procedure is still being followed by all. No further corrective action needed.

318. Day of Review- each meal service line provides an accurate count by eligibility category at the point of service

**Finding 9066: Inaccurate meal counts at the POS.**

As observed on the Day of Review, during breakfast in the classroom, teachers were observed recording meals before & after the point of service. They did not ensure all students had the necessary components to make a reimbursable meal before recording the meals on the meal count forms.

In addition, at lunch, the cashier was observed recording meals in the POS system before identifying that a student had a complete reimbursable meal.

**SNP Administrative Review Findings**  
**Program Year 2022****Mother Theodore Catholic Academies (K402)****Corrective Action:**

Options for correcting the point of service documentation for breakfast in the classroom at all grade levels was discussed with the Nutrition Program Manager & corrected while onsite. Teachers were advised on what constitutes a reimbursable meal & how to properly record the meals at the point of service.

At lunch, the cashier was provided technical assistance onsite & advised to slow down, ensure each student had 3 components on their tray, including a fruit or veggie serving, before recording the meal in the POS system.

As part of corrective action, all teaching staff will be retrained on the proper breakfast point of service procedure during the back-to-school training in August. All cashiers will receive a refresher training on identifying reimbursable meals as well. No further corrective action is required at this time. Ongoing compliance will be confirmed by the State Agency field specialist through a future unannounced visit.

**Meal Components & Quantities - St. Anthony (C615)**

*403. Day of Review- fluid milk (or allowable substitutions) was available in at least two allowable varieties throughout the serving period on all meal service lines*

**Finding 9053: Milk variety not offered throughout serving period on Day of Review.**

As observed on the Day of Review, at least two required milk varieties were not available throughout the serving period on all meal service lines.

**Corrective Action:**

The Nutrition Program Manager was advised while onsite of the requirement to offer two milk varieties daily. They currently choose not to offer flavored milk, but will provide skim milk daily, along with 1% white milk. Milk vendor has already been contacted. No further corrective action needed.

*409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students*

**Finding 9000: Daily Production Records**

Production records are missing some required information. SFA must ensure all components & their accurate serving sizes are listed daily. If a menu item is not on the production record, it appears as if it was not served. In addition, # servings planned, # servings prepared, total purchase units, and number of servings left over are required to be filled out daily per USDA production record guidance.

**Corrective Action:**

The Nutrition Program Manager was provided technical assistance on how to properly complete Production Records while onsite. As corrective action, the Nutrition Program Manager will provide all food service staff with Production Records training prior to the start of Program Year 2023. No further corrective action is required at this time. Ongoing compliance will be confirmed by the State Agency field specialist through a future unannounced visit.

*409. Review Period- all required meal components per weekly meal pattern requirements were offered and served to students*

**Technical Assistance: Standardized Recipes and Crediting Documentation****Technical Assistance:**

Mixed-dish recipes (ex. spaghetti w/meat sauce) should be standardized or served "deconstructed" by individual component.

See the Child Nutrition Recipe Box for ideas: <https://theicn.org/cnr/>

Crediting documentation (CN labels, PFS, whole grain info, etc.) should be readily available & maintained to ensure meal pattern compliance.

**SNP Administrative Review Findings**  
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409. *Review Period- all required meal components per weekly meal pattern requirements were offered and served to students*

**Technical Assistance: Written Menu****Technical Assistance:**

Monday & Tuesday of the week reviewed appeared to have no grain, which is a required component at breakfast; however, production records do indicate a grain was served. The written breakfast menu should state all components that will be served as part of a reimbursable meal.

409. *Review Period- all required meal components per weekly meal pattern requirements were offered and served to students*

**Finding 9075: Production records/supporting documentation indicate weekly meal pattern requirements for the age/grade group(s) not met.**

Based on a review of production records and other supporting food crediting documentation for 1 week during the Review Period, April 25-29, some meals served during the week reviewed did not meet the appropriate daily and weekly meal pattern requirements for the age/grade group(s) being served. The dark green subgroup appears to not have been offered for the week. Menu planner must ensure that each entrée choice meets all veggie subgroups across the entire week. The salad entrée option was the only entrée choice to meet the dark green requirement.

**Corrective Action:**

The Nutrition Program Manager must ensure that all vegetable subgroups are met in their weekly minimum required portion. The menu cycle/vegetable options were updated while reviewer was onsite. No further corrective action needed.

**Technical Assistance:**

Vegetable Subgroup handout provided for reference: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:fa2cd3bb-1273-37a1-b3b4-e43f8cb67d24>

Fresh Vegetable Portioning Guide: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:71235b86-db6f-3ce3-aaa0-d0ba942ef954>

410. *Review Period- planned menu quantities meet the meal pattern requirements*

**Finding 9076: Planned menus served during Review month do not meet portion size/quantity requirements.**

Production records were reviewed for the Review Period to determine whether the portion sizes of meal components from the planned menu and served during the Review Period meet the minimum meal pattern requirements for the age/grade group(s) being served. Menu deficiencies noted:

\*Tuesday-Friday, only ½ c of fruit was served at breakfast; one cup of fruit must be served daily.

\*PBJ recipe only includes 2T of peanut butter, which credits as 1 M/MA; production records do not indicate an additional M/MA was served; must add an additional 1 oz of M/MA to ensure the minimum M/MA is met across the entire week.

\*Salad recipe only indicates a 1 oz grain is served with it; must add an additional 1 oz grain eq to ensure the minimum M/MA is met across the entire week.

**Corrective Action:**

Options for increasing the meat/meat alternate and grain components in the alternate entrée choices were discussed with the Nutrition Program Manager while onsite. The menu cycle was updated to reflect the necessary changes. No further corrective action needed.

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**Technical Assistance:**

Grains Chart: <https://drive.google.com/file/d/1JBS22MrmqvOIQgj6KdwFoJGjZtVqHiO7/view?usp=sharing>

Grain-Based Desserts Guidance: [https://docs.google.com/document/d/1l\\_jUvAYcU-rECZGZqgJilpXqvw6kubftQETK6cdTdk/edit?usp=sharing](https://docs.google.com/document/d/1l_jUvAYcU-rECZGZqgJilpXqvw6kubftQETK6cdTdk/edit?usp=sharing)

Fresh Fruit Portioning Guide: <https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:3b3ca40b-330f-39eb-9592-a457f1aa14bc>

**General Program Compliance - St. Anthony (C615)**

*1407. SFA written food safety plan is implemented*

**Technical Assistance: Implementation of Food Safety Plan**

**Technical Assistance:**

While a copy of the written food safety plan was not available for review, staff was observed following basic food safety principles, including the use of hairnets, use of gloved hands, proper hand washing, monitoring food temperatures on the service line, monitoring freezer & refrigerator temperatures, clean food preparation & services areas, etc. In addition, food was stored at least 6 inches off the floor and there were no signs of pests.

*1409. On-site or off-site storage violations were observed*

**Technical Assistance: Inventory Management**

**Technical Assistance:**

The SFA must ensure that all its facilities for the handling, storage, and distribution of purchased and donated foods are properly safeguarded against theft, spoilage, and other loss. The First In, First Out (FIFO) inventory management method is not being followed consistently; not all full cases of product were dated & bags of items removed from original case were not dated. Date marking procedures were reviewed with staff to ensure FIFO is being utilized consistently moving forward.